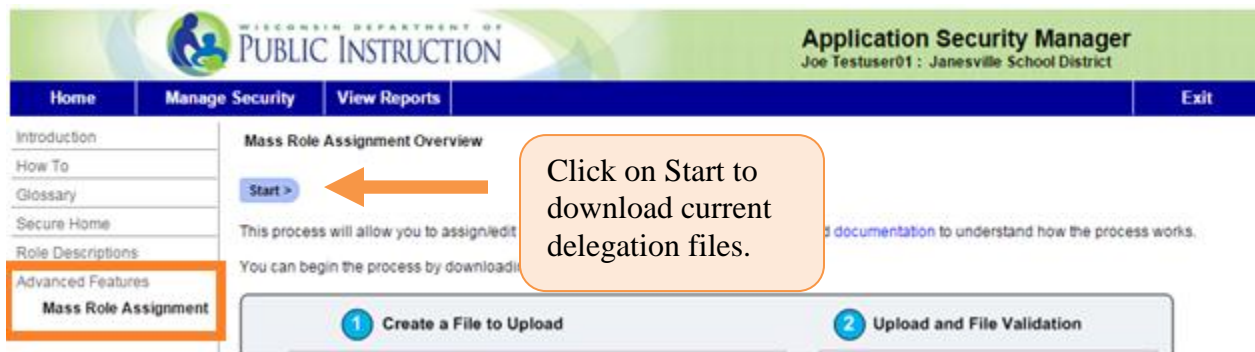
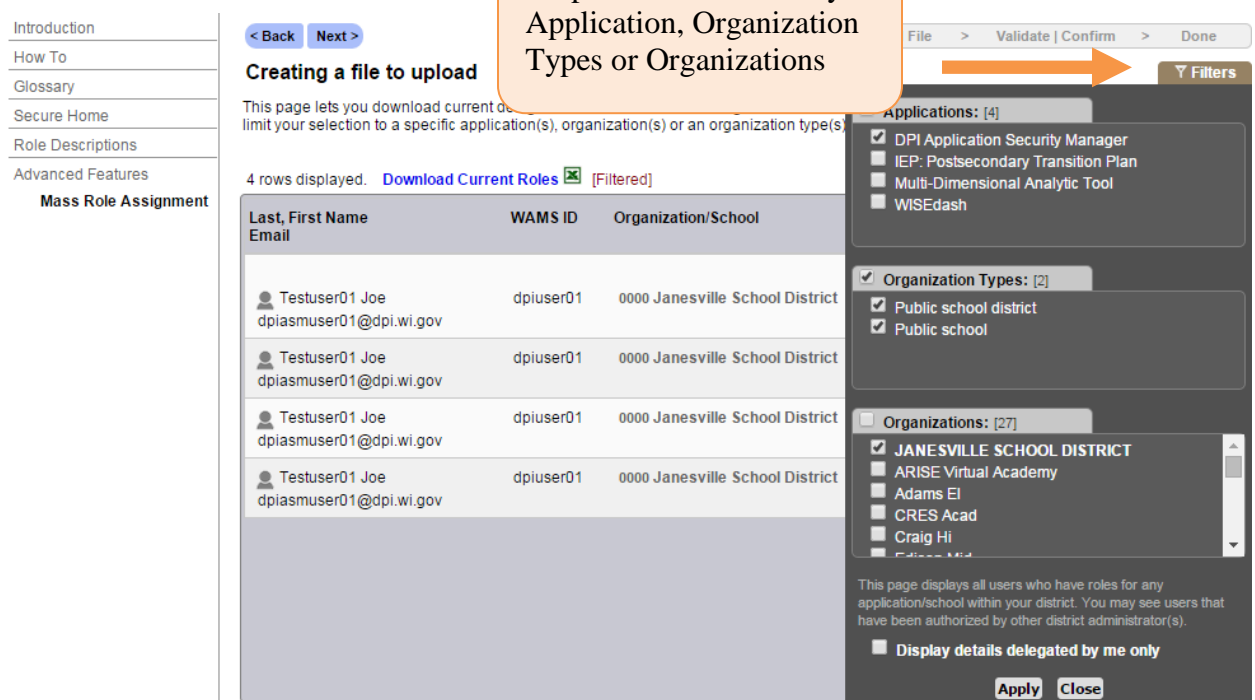


- 1 Use link <https://apps2.dpi.wi.gov/secure/> to access Secure Home. From the menu choose “DPI Application Security Manager (ASM)”.
- 2 Click on Advanced Features and mass Role Assignment to get started.



- 3 You will be able to see delegations to School districts that you have access to. Please use the filter to limit display.



- 4 Click on Next to drag and drop or browse files from a location.

Once uploaded the file errors and validity will be checked. If errors are present it will show as below.

< Re-Upload Prepare File > Upload File > **Validate | Confirm** > Done

Validate Uploaded Data 0 of 247 rows valid ⓘ

ASM-Delegations-2014Nov17_103146.xls (355.5K)

Uploaded data has errors.

Select an option to continue.

☐ Fix errors in the file, **Re-Upload**

☐ Skip error rows, **Continue**

6 Error Rows ⓘ

- 2 Incomplete rows ⓘ
- 1 No privilege rows ⓘ
- 1 Duplicate rows ⓘ
- 1 Invalid revoke rows ⓘ
- 1 Conflicting rows with current roles ⓘ

See all rows with validation details ⓘ

Name	WAMS ID	Organization/School	Application > Role
Testuser01 Joe dpiasmuser01@dpi.wi.gov	dpiuser01	0000 Janesville School District	DPIASM SAFERoleAd Role: DPIASM-IEP_PTPRoleAdmin45 - Invalid Role ID
Testuser08 Joe dpiasmuser08@dpi.wi.gov	dpiuser08	0444 - Invalid Org/School Code	IEP_PTP ⓘ
Testuser08 Joe	dpiuser08	0400 Rock River Charter Sch School	MDAT Tier1

If errors are present you can either fix the errors and upload the file or choose to ignore the errors and continue.

Errors are displayed. Click on the information icon next to each error for a detailed description of the error.

Errors explanations are also displayed on each error rows.

If you choose to fix errors you will be able to download the current file to fix errors and upload again.

< Re-Upload **Prepare File**

Validate Uploaded Data

Re-upload file
after errors are
fixed.

< Other Options

Click link below to download a file with validation details.

When you have fixed errors re-upload the file.

First 100 of 247 rows displayed. [See all rows with validation details](#) ⓘ

Click here to
download file to fix
errors.

If you choose to skip errors you will see the below screen

Validate Uploaded Data **0 of 247 rows valid ⓘ**

ASM-Delegations-2014Nov17_103146.xls (355.5K)

< Other Options

Click 'Save Changes' button to commit.

Select a method to resolve conflicts with current roles.

☒ Skip conflicting rows

☐ Overwrite current roles with roles in the file

Save Changes

First 100 of 247 rows displayed. [See all rows with validation details](#) ⓘ

Errors Handled ✓

6 rows will be skipped

2 Incomplete rows ⓘ	[SKIP]
1 No privilege rows ⓘ	[SKIP]
1 Duplicate rows ⓘ	[SKIP]
1 Invalid revoke rows ⓘ	[SKIP]
1 Conflicting rows with current roles ⓘ	[SKIP]

Click here to skip
conflicting rows or
overwrite changes

Click here to skip
errors

- 5** Once errors are fixed and file uploaded data validation will take place. If no errors are present you will the changes are saved successfully. If there are errors the above steps will repeat till all errors are fixed in the file.

< Re-Upload Prepare File > Upload File > **Validate | Confirm** > Done

Validate Uploaded Data 2 of 409 rows valid ⓘ

ASM-Delegations-2014Nov18_092952.xls (552.0K)

All uploaded data has validated successfully.

No Errors ✓

Save Changes

First 100 of 409 rows displayed. [See all rows with validation details ⓘ](#)

Row No.	Action Type	Last, First Name Email	WAMS ID	Organization/School	Application > Role
2	+	Testuser08 Joe dpiasmuser08@dpi.wi.gov	dpiuser08	0860 ARISE Virtual Academy School	SAFE ⓘ Role: Accountability Report Cards
3	×	Testuser08 Joe dpiasmuser08@dpi.wi.gov	dpiuser08	0860 ARISE Virtual Academy School	SAFE ⓘ Role: Accountability Report Cards

Click on Save Changes

Changes Saved Successfully

Summary of Change

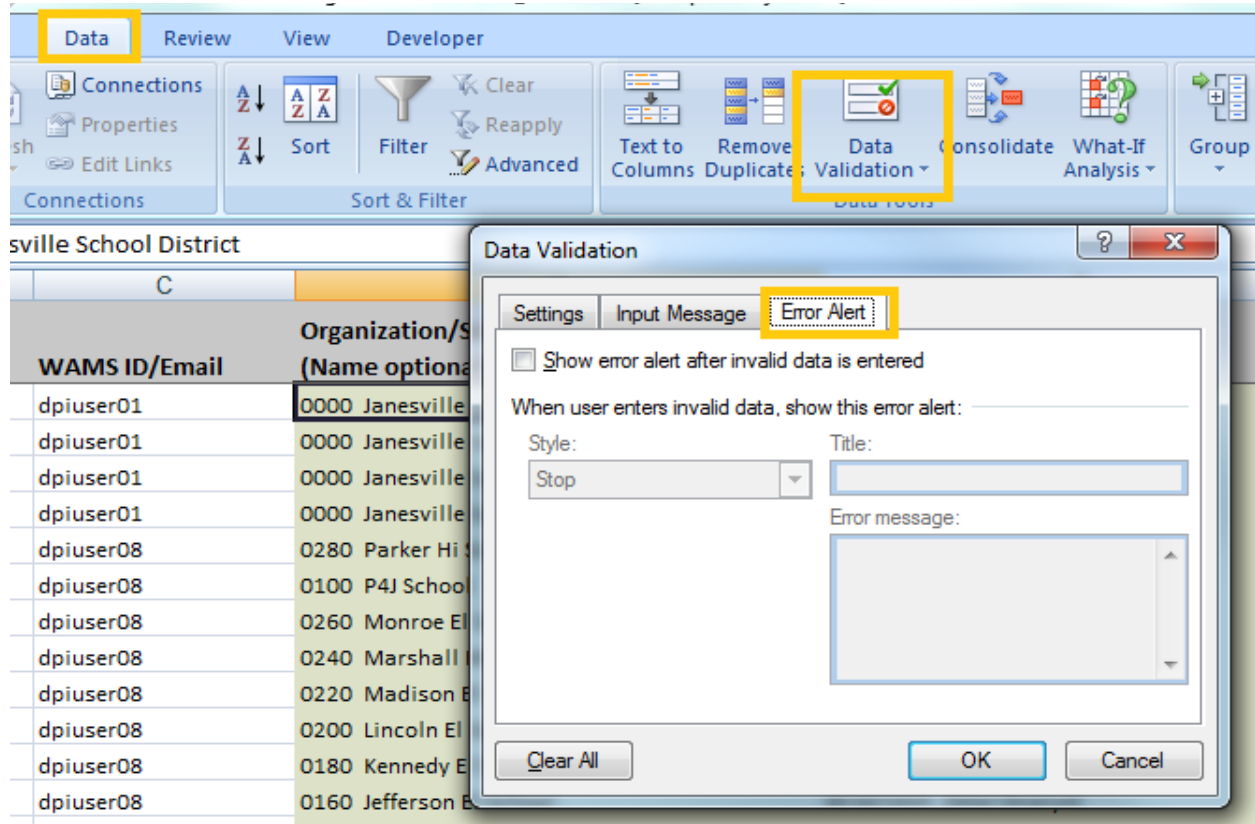
Non-error rows	2 Applied
[New Role] rows	1 Applied
[Revoke] rows	1 Applied
Error rows	0 Skipped
Incomplete rows	0
No privilege rows	0
Duplicate rows	0
Conflicting rows within file	0
Invalid revoke rows	0
Organization not applicable	0
Conflicting rows with current roles	0
[No Change] rows	407 Ignored
Blank rows	0
Unknown Action Types	0

↓ **Save Results** for your records



Note: All files downloaded will have data validation activated. To disable data validations please follow below steps.

Download excel file >> Data tab >> Data validation >> Uncheck Error Alert >> Click OK



File Format:

Below is a sample of the file that can either be downloaded from the site or can be created and uploaded by user. Files are in Excel .XLS format.

Action Type	Last, First Name (Optional)	WAMS ID/Email	Organization/School (Name optional)	Application-Role ID
No Change	Testuser08 Joe	dp1user08	0860 AR/SE Virtual Academy School	SAFE AccountabilityReportCards
No Change	Testuser08 Joe	dp1user08	0860 AR/SE Virtual Academy School	SAFE AccountabilityReportCards
No Change	Testuser08 Joe	dp1user08	0860 AR/SE Virtual Academy School	SAFE AllReports
No Change	Testuser08 Joe	dp1user08	0860 AR/SE Virtual Academy School	SAFE GOALSFiles

Field Description:

Action Type: Click on drop down to choose from New Role, No Change and revoke options. This is a mandatory field.

Last, First Name: You can enter the last and First names of the user. This is an optional field and can be left blank if you do not have a last, First name.

WAMS ID/Email: Please provide WAMS ID, this is a mandatory field and you will get an error if WAMS ID is not provided.

Email ID is an optional field. If you do not have an email ID this can be left blank.

Organization/School: The Organization code is a mandatory field. The system will throw an error if this field is not filled in.

The Organization/School name is an optional field. The school name can be left blank as long as the organization/School code is provided.

Application-Role ID: This is a mandatory field. You can choose from the dropdown options on files downloaded from the application.

Note: All columns will have data validations turned on if file is downloaded from the application. To turn off Data validation please follow steps described in step 6.

Possible list of errors:

- **Duplicate rows** – Duplicate rows within the file with exact same role assignments as any existing delegation in ASM
- **Incomplete Rows** – Rows with missing or invalid values for attributes
- **Invalid Revoke Rows** –Revoke delegation rows currently do not exist or has already been revoked.

Please report any issues or help requests to the DPI Help Desk:

<http://wise.dpi.wi.gov/help-ticket>.